



Honoring California's Veterans

Classification: **PATIENT BENEFIT AND INSURANCE OFFICER I (\$3793-\$4610)**
Will also consider: STAFF SERVICES ANALYST (\$2724-\$4300)
****2 positions** Permanent-Full time**

Location: Department of Veterans Affairs
Veterans Home of California Accounting – Medical Reimbursement Unit
Downtown Sacramento

Who Should Apply: Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement. Veterans who meet the qualifications are also encouraged to apply. SROA/SURPLUS PROVISIONS APPLY.

Duties and Responsibilities: *(Duties will be commensurate to the level selected)*
Under the general direction from the Staff Services Manager I, and/or the Patient Benefits and Insurance Officer II, the incumbent will perform duties to include, but are not limited to:

- Bill medical claims to fiscal intermediaries (Medicare, Medi-Cal and various supplemental insurance carriers.) Process insurance reimbursement payments for reconciliation of accounts receivable using detailed knowledge of primary payer rules, eligibility requirements, laws, regulations, rules, and policies related to the billing process.
- Performs extensive research and follow-up to ensure payment of claims and reconciliation to the accounts receivable. Research denied claims, obtain correct information for claim and request account correction in the billing software from the medical departments at the Homes or PBIO's at the Homes. Confer with the fiscal intermediary staff to correct billing issues. Responsible for analyzing and effectively correcting returned or rejected claims sent to Medicare via the DDE.
- Create and maintain insurance billing logs for resident caseload which assist in the preparation of the monthly and year-end cost reports.
- Work with medical records, nursing review and rehabilitation departments to coordinate required documentation to ensure highest possible revenue collection for claims submitted to fiscal intermediaries.
- Stay current and up to date with new laws, rules and regulations to ensure maximum revenue collection on claim issues.
- Confer with other PBIO's at Headquarters and VHC's to resolve specific issues related to billing questions, to ensure patient eligibility regarding insurance coverage.

Desirable Qualifications: Excellent Attendance
Good Interpersonal Skills

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs
Human Resources Division
1227 "O" Street, Room 402
Sacramento, CA 95814

Attn: Monica Magaña-Ref M80#152/158 – 06/07

Inquiries:

Voice: (916) 653-2535

TDD: (916) 653-1966

In Line #12 on the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Re-employment, or Reinstatement. Failure to do so could result in being rejected from the interview process.

FINAL FILING DATE: JUNE 6, 2007

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED.

PSNO: 830-522-8662-001/002

RELEASED: 5.22.07

J
O
B

O
P
P
O
R
T
U
N
I
T
Y